

**MINUTES**  
**Workforce Connection**  
**Of Central New Mexico**  
**Executive Board Meeting**

**Thursday, December 1, 2005**  
**7:45 am**  
**MRCOG, 809 Copper, NW- Board Room**

**Call to Order-** 8:03 a.m. – John Sapien

**Roll Call-** by Patrick Newman, WIA Administrator

**Present**

Charles Aguilar  
Jeff Armijo  
Bob Davey  
Judy LeJeune  
Rita Logan  
Mary Lee Martin  
Virginia Murphy  
John Sapien

**Quorum Established**

**Excused**

Martha Binford  
Gwen Manfre  
Mike Swisher

**Approval of Thursday, December 1, 2005 Agenda**

**Motion: Bob Davey**

**Second: Rita Logan**

**No Discussion**

**Action: Passed by voice vote**

**Tab 1: Approval of Minutes, Executive Committee: September 1, 2005**

**Motion: Rita Logan**

**Second: Bob Davey**

**No Discussion**

**Action: Passed by voice vote**

**Tab 2: Approval of Minutes, Executive Committee: November 3, 2005**

**Motion: Virginia Murphy**

**Second: Mary Lee Martin**

**No Discussion**

**Action: Passed by voice vote**

**Tab 3: Monthly Expenditure Report- by Dewey Cave**

- Mr. Cave explained the monthly expenditure reports for WIA and TANF for the month ending November 30, 2005
- Mr. Cave explained the Budget Adjustment Request (BAR) that will be presented for approval at the Full Board meeting and updated the Board on allocation and carryin.

**Questions Followed****FINAL ACTION ITEMS**

**Three Final Action Items were discussed and voted on- All three were passed by voice vote**

**Passed**

- Approval of WFCP-11-05, Designation of WCCNM Comprehensive One-Stop Centers
- Approval of Amendment to WCCNM Procurement Policy, WFCP-06-03
- Approval of Professional Services Agreement between WCCNM-TANF and Lifework Learning Services, Inc.

**Tab 4: Approval of WFCP-11-05, Designation of WCCNM Comprehensive One-Stop Centers**  
Background and Introduction by Patrick Newman

- The Office of Workforce Training and Development, through the New Mexico Two-Year Strategic Plan is mandating that each local workforce investment area establish two comprehensive One-Stop Centers in their respective areas by June 30, 2006.
- Due to this direction, staff is recommending that the Board appoint the Valencia and Bernalillo County sites as comprehensive One-Stop Centers.
- Mr. Newman explained that this action does not prevent Torrance or Sandoval from becoming comprehensive centers, it purely name two sites for regulatory purposes.

**Questions Followed**

**Motion to accept staff recommendation: Bob Davey**

**Second: Judy LeJeune**

**Discussion Followed**

**Action: Passed by voice vote**

**Tab 5: Approval of Amendment to WCCNM Procurement Policy, WFCP-06-03- Background and Introduction by Dewey Cave**

- The WCCNM procurement policy pertains to all procurement initiated by or on behalf of the Workforce Connection of Central New Mexico, including those initiated by a contractor or subgrantee to the WCCNM.
- The current WCCNM procurement policy was last revised in December 2004, to follow changes made to the MRCOG procurement policy.

- The State of New Mexico has since changed their procurement policy relating to small purchases. The changes recommended revise the current WIA procurement policy to coincide with those updates.

**Motion: Mary Lee Martin**

**Second: Charles Aguilar**

**No Discussion**

**Action: Passed by voice vote**

**Tab 6: Approval of Professional Services Agreement between WCCNM-TANF and Lifework Learning Services, Inc.- Background and Introduction by Dewey Cave**

- This agreement will provide professional development with intensive training and coaching for NMDOL staff at WCCNM facilities within the Central Region.
- This contract will also monitor and evaluate the performance and delivery of life and employability skills training for TANF customers.
- Twenty-five thousand dollars will be allocated for this agreement.

**Questions and Comments Followed**

- **Board members are not comfortable with voting on this matter and thus will be deferred to the December Full Board Meeting**
- **Board Members would like the following information provided before the Full Board meeting:**
  - **Summary of Lifework Learning Services, Inc. skills and history**
  - **Outline of trainings and activities involved with trainings**
  - **More specific deliverables tied to scope of work**

## DISCUSSION ITEMS

**Tab 7: Designation of Targeted Industries for WorkKeys Pilot- by Patrick Newman**

- Office of Workforce Training and Development (OWTD) has developed a pilot project to implement a standardized assessment and certification for program participants through WorkKeys and curriculum to increase WorkKeys scores.
- Through this pilot, emerging and established industries and businesses will be targeted in each local area to initiate and implement the project.
- Mr. Sapien suggested this item be passed on to the Building an Employer Driven One-Stop System (BEDOSS) Task Force for discussion and recommendation to the Committee.

**Questions Followed**

**Tab 8: One-Stop Signage- by Patrick Newman**

- The Office of Workforce Training and Development has mandated that all One-Stop Centers in New Mexico maintain uniform branding

- The new signage will brand the One-Stops as “New Mexico Workforce Connection”, with like colors, symbols, etc.
- This change will ensure that all New Mexico One-Stops will be recognized as providing quality employment and training services to participants.
- Mr. Newman passed around an example of the proposed signage.

*(Agenda skipped to Tab 10)*

**Tab 10: TANF Update-** by Lloyd Aragon

- Performance numbers for first quarter have been released and the Central TANF program is at 42-45%, the target is 50%.
- All outlying counties are stables with staff, Bernalillo is still seeking some positions.
- The new database is installed and operational, data will need to be cleaned and validated due to errors in the old system.
- A data dump will be done by HSD to help with this effort.

*(Agenda moved back to Tab 9)*

**Tab 9: VOSS 7.0 Update-** by Ramona Chavez

- VOSS 7.0 was converted on November 14, 2005; there have been some issues that are being addressed.
- Trainings for staff and providers have taken place.
- The national performance measures will change to Common Measures.
- Staff will continue to update the Committee on VOSS issues.

## REPORTS

**Administrative Reports-** by Patrick Newman

- Sandoval One-Stop will be moving in with TANF by December 12, 2005; this move will help with co-location and integration of services.
- Mr. Newman thanked all the WIA and TANF staff for their continued dedication to the program.
- There will be a job fair on December 12<sup>th</sup> to promote Merillat employment opportunities.

**Committee Reports-**

- **Youth Council-** by Mary Lee Martin
  - The next scheduled meeting is December 8, 2005.
  - The Council will be discussing the About Face! program and possible implementation in the Central Region.
- **Performance and Monitoring-** by Virginia Murphy
  - The next scheduled meeting is December 13, 2005.
  - The Committee is still learning TANF reporting and Performance Measures.
  - TANF will be discussed at each meeting while NMDOL and YDI will trade off each month.

- **Training and Services Provider-** by Judy LeJeune
  - The November meeting was cancelled.
  - The next scheduled meeting is December 15, 2005.
  - The Committee continues to work towards a Training Provider Guide.
- **Business Outreach Committee-** by Jeff Armijo
  - Committee approved the Business Outreach MOU scope of work and deliverables.
  - The next scheduled meeting is December 22, 2005.

## **PUBLIC COMMENT**

**Public Comments-** None

## **ADJOURNMENT**

**Adjournment- 9:52 a.m.**

### **Next Meeting-**

**Date:** January 5, 2006

**Time:** 7:45 am

**Location:** Mid-Region Council of Governments

**A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 809 Copper, NW, Albuquerque, NM 87102**